

# CAPITAL IMPROVEMENT PLAN

## CIP PURPOSE

The City of Saratoga's FY 2010/11 – 2014/15 Capital Improvement Plan (CIP) represents an ongoing process through which the City identifies, prioritizes, and develops a multi-year plan for major capital expenditures and their associated funding sources, to improve and maintain the City of Saratoga's roadways, parks, facilities, and other infrastructure. Generally CIP improvements are major expenditures that have a multi-year life, and result in becoming City assets.

As a city is comprised of diverse infrastructure, the CIP is structured under four separate program areas in which projects are categorized by infrastructure type. This includes a Streets Program, a Parks & Trails Program, a Facilities Program, and an Administrative Improvement Program. The discrete program areas allow for further sub-classifications of projects the City is undertaking, and the tracking of resources expended for these purposes. The four programs are structured as follows:

- **Streets Program** – includes projects which develop and maintain the City's roadway system to provide safe and efficient traffic flows while minimizing traffic movement and noise through residential neighborhoods; street lighting for traffic safety at intersections and throughout public streets; infrastructure development and maintenance of street surfaces, storm drain systems, curbs, gutters and sidewalks; bridges and retaining walls; and roadway landscaping to maintain the quality streetscapes of the Saratoga community.

Gas Tax revenues, Prop 142/TCR allocations and Road Impact Fees are dedicated funding sources for the Streets Program, with revenues in excess of \$1 million per year. Funding for projects may also come from prior year General Fund savings, from development projects requiring mitigation of impacts, from partnerships with other jurisdictions, or from federal, state, and local grants as either part of statewide initiatives or through grant applications based on specific City projects.

- **Parks & Trails Program** - includes projects to develop and improve parks and sport fields, park structures, trails, the city plaza park, and various citywide tree planting and maintenance. Dedicated funding for the Parks Program includes a Park Development Fee collected when a development project subdivides property, and from Tree Fines collected from un-permitted tree removals. Funding may also come from prior year General Fund savings, from grants and park bond funds, and from donations. Park projects may, on occasion, include community volunteer services for minor construction and clean-up projects.
- **Facilities Program** - includes projects for purchasing, constructing or making capital repairs to City buildings, structures, and equipment. City buildings include the Civic Center and Chamber/Theater Building, the Senior/Community Center and auxiliary structures, the Corporation Yard and structures, the North Campus, the Historical Buildings including the Saratoga Museum, the McWilliams House, and the Book-Go-Round. Funding is not specifically designated for this capital program; allocations generally come from General Fund prior year savings or grant funds applied to qualified improvements, such as Community Development Block Grant funds for ADA improvements.

- ***Administrative Improvements Program*** – includes projects which provide operational efficiencies and improvements in the administration of City services. Administrative Improvement Projects are typically major expenditures for new systems or system upgrades, new technology equipment or services, large administrative projects such as converting a decades-long accumulation of microfiches, building plans, and legal documents, and for non-recurring operational improvement projects. Revenues for administrative projects may come from the City's Internal Service Replacement Funds, from grants, or from prior year General Fund savings.

### **CAPITAL PROGRAM GUIDELINES**

The City's standard definition of a Capital Improvement Plan (CIP) project is for the construction, acquisition, rehabilitation, or non-routine maintenance work that generally costs \$25,000 or more with a minimum useful life of 5 years at a fixed location. Projects under \$25,000 are also included in the CIP if they qualify as staged or ongoing improvement projects or if they are a multi-year project. Additionally, non-infrastructure projects may be included in the CIP under the Administrative program if they are information technology, one-time, efficiency, or multi-year administrative projects.

The CIP endeavours to identify all capital improvements needed within the next five years, with cost estimates based on current year dollars. Estimates for carryover projects are updated as necessary to recent estimates based upon current design specifications. Equipment, operating, and maintenance costs incurred as an outcome of CIP projects are to be identified and included in the operating budget.

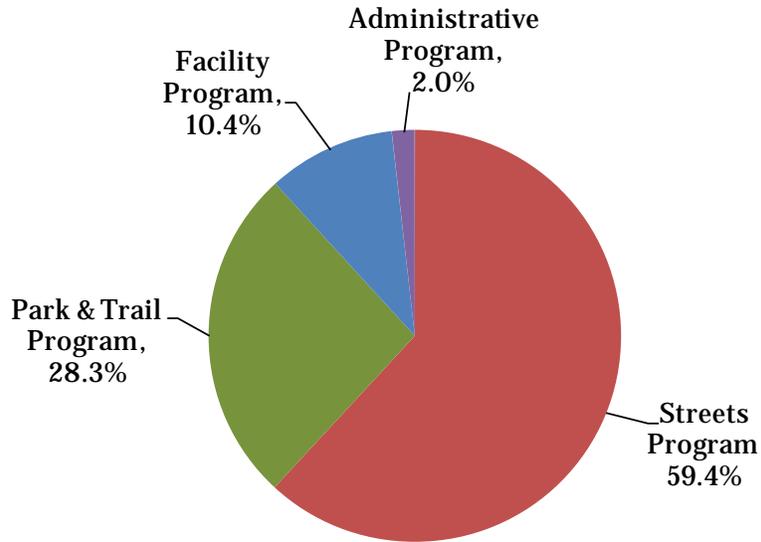
Under direction from the City Manager, the Public Works Department takes the lead in the preparation of most street and park projects for consideration in the current Capital Improvement Plan, and the Recreation and Facilities Department takes the lead in most Facility Program projects. In coordination with other departments, proposed capital improvement projects and funding sources are reviewed to ensure the City's priorities are addressed. New projects are then presented to the Planning Commission to ensure the projects are consistent with the City's General Plan, and then the entire Capital Budget is presented to the City Council for final direction and approval.

The FY 2010/11 summary update of the CIP budget reflects the City's capital projects plan and estimated project status as of June 30, 2010. The CIP schedules reflect estimated unexpended fund balance at the beginning of the fiscal year, the estimated funding to be received during the fiscal year (by category), and the full appropriation of all available funds to allow for either completion of projects or large encumbrances for multi-year projects .

The Capital Improvement Plan also includes a number of unfunded capital projects which were brought to the Planning Commission and approved for conformance with General Plan guidelines. These planned projects will be brought to Council for budget approval at a later time, when resources becomes available.

On the following pages, are summary schedules and graphs illustrating the program budgets by project category and by fund for the four CIP Programs, and list of unfunded projects.

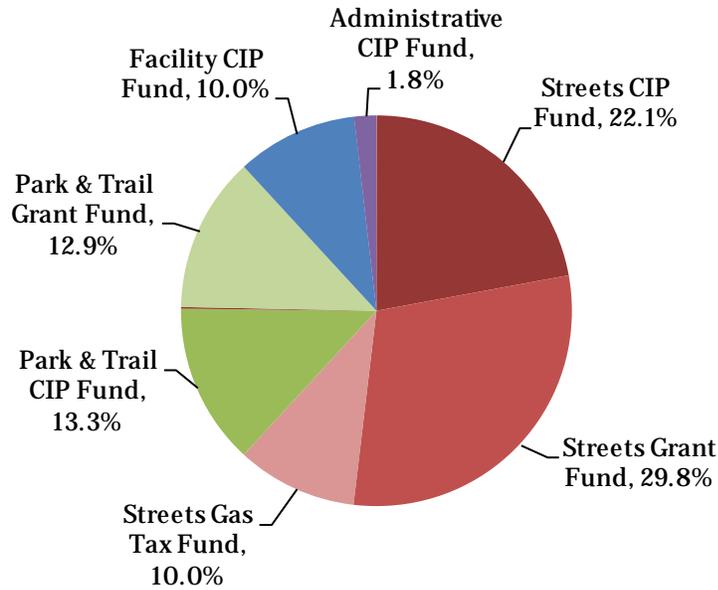
CAPITAL PROGRAM BUDGET BY PROJECT CATEGORY



CAPITAL PROGRAM BUDGET BY PROJECT CATEGORY

	Estimated FY 2010/11	Category %
<b>Streets Program</b>		
Street Repair & Resurfacing	\$ 3,103,927	25.4%
Roadway Safety Projects	1,822,700	14.9%
Street Landscaping & Beautification	271,187	2.2%
Sidewalk, Curbs & Storm Drains	1,510,568	12.4%
Bridge & Retaining Walls	845,538	6.9%
Utility Undergrounding Projects	-	0.0%
<b>Total Streets Program</b>	<b>7,553,920</b>	<b>61.9%</b>
<b>Parks &amp; Trails Program</b>		
Citywide Projects	90,418	0.7%
Park Projects	526,389	4.3%
Trail Projects	2,597,855	21.3%
<b>Total Parks &amp; Trails Program</b>	<b>3,214,662</b>	<b>26.3%</b>
<b>Facility Program</b>		
Citywide Projects	363,112	3.0%
Civic Center Improvements	293,225	2.4%
Saratoga Prospect Center Improvements	178,920	1.5%
Village Historical Building Improvements	12,953	0.1%
Library Building Improvements	371,360	3.0%
<b>Total Facility Program</b>	<b>1,219,570</b>	<b>10.0%</b>
<b>Administrative Improvement Program</b>		
Information Technology Projects	129,593	1.1%
Communication System Improvements	55,000	0.5%
IT Infrastructure Improvements	40,180	0.3%
<b>Total Administrative Improvement Program</b>	<b>224,773</b>	<b>1.8%</b>
<b>TOTAL CIP BUDGET BY PROJECT CATEGORY</b>	<b>\$ 12,212,925</b>	<b>100%</b>

CAPITAL IMPROVEMENT PLAN BUDGET BY FUND



CAPITAL IMPROVEMENT PLAN BUDGET BY FUND

	Adopted FY 2010/11	Category %
<b>Street Program</b>		
411 Streets CIP Fund	2,698,230	22.1%
431 Streets Grant Fund	3,636,384	29.8%
481 Streets Gas Tax Fund	1,219,306	10.0%
<b>Total Street Program</b>	<b>7,553,920</b>	<b>61.9%</b>
<b>Park Program</b>		
412 Park & Trail CIP Fund	1,626,556	13.3%
421 Park & Trail Tree Fund	16,984	0.1%
432 Park & Trail Grant Fund	1,571,122	12.9%
<b>Total Park &amp; Trail Program</b>	<b>3,214,662</b>	<b>26.3%</b>
<b>Facility Program</b>		
413 Facility CIP Fund	1,219,570	10.0%
<b>Total Facility Program</b>	<b>1,219,570</b>	<b>10.0%</b>
<b>Administrative Program</b>		
414 Administrative CIP Fund	224,773	1.8%
<b>Total Administrative Program</b>	<b>224,773</b>	<b>1.8%</b>
<b>TOTAL CIP BUDGET BY FUND</b>	<b>12,212,925</b>	<b>100%</b>

**CITY OF SARATOGA**  
**CAPITAL IMPROVEMENT PLAN**

**UNFUNDED PROJECTS**

<b>STREET PROJECTS</b>		
Cox Avenue Traffic & Pedestrian Safety Improvements	Crosswalk and other safety improvements on Cox Avenue between Saratoga Avenue and Paseo Presada.	75,000
Prospect Road Median Project - Subsequent Phases:	Subsequent phases of the Prospect Road Median Master Plan.	2,544,630
Quito Road Sidewalk Improvements:	Sidewalk improvements on Quito Road between Highway 85 and Allendale Avenue.	150,000
Chester Avenue Storm Drain Improvements:	Storm drainage improvements in the Chester Avenue area.	300,000
<b>TOTAL STREETS UNFUNDED PROJECTS</b>		<b>\$ 3,069,630</b>

<b>PARK &amp; TRAIL PROJECTS</b>		
Park Restroom Improvement Work:	Various improvements and upgrades at City Park Restrooms.	34,000
Lower Tank Trail (Parker Ranch) Repair Project:	Repair erosion and minor slides on the trail link which connects Parker Ranch Road to Picea Court in the Parker Ranch Subdivision.	20,000
De Anza Trail Phase II:	Extend the De Anza Trail from Saratoga-Sunnyvale Road to Arroyo De Arguello.	75,000
Wildwood Park Pedestrian Bridge Rehabilitation:	Rehabilitation of existing pedestrian bridge to Wildwood Park.	125,000
Village Creek Trail:	Construction of a trail along Saratoga Creek running the length of the Village.	75,000
Calabazas Creek Trail:	Installation of a pathway running along Calabazas Creek from Saratoga-Sunnyvale Road to the UPRR Tracks.	100,000
Odd Fellows Trail Development:	Development of a new trail through the Odd Fellows property establishing a link to the San Marcos Open Space.	60,500
Heritage Orchard Monument Sign:	Construction of a Heritage Orchard monument sign to be located at the corner of Fruitvale and Saratoga Avenues.	35,000
<b>TOTAL PARK &amp; TRAIL UNFUNDED PROJECTS</b>		<b>\$ 524,500</b>

<b>FACILITY PROJECTS</b>		
Big Basin Way Turn Around:	Construction of a turn around at the end of the Village that would provide drivers an additional option for circulation through Village.	100,000
City Hall Parking Improvements:	Provide additional parking at City Hall by removing landscaping near the corner of Fruitvale and Allendale.	100,000
Bus Stop Shelter Concrete Pads & Wooden Shelters:	Construct concrete pads and wooden shelters to install bus stop shelters at 4 select locations along bus routes in the City.	40,000
Hakone Gardens Visitor Center Design:	Design work for the Hakone Gardens Visitor Center.	100,000
City Hall Emergency Generator Project:	Purchase and installation of an emergency generator at City Hall.	50,000
City Compost Bins:	Construction one or more large compost bins to be located on City owned property such as a park.	10,000
Cool Roofs:	Replace aging roofs at the Community Center and City Hall with sunlight reflecting "cool roof systems"	164,000
Double Pane Windows:	Replace single-pane windows at the Community Center and City Hall with double-pane windows	157,000
Energy Star Compliant Appliances:	Replace old dishwashing machines, clothes washers and dryers, refrigerators, freezers, etc	20,000
Ceiling Insulation:	Increase the R-Value of all ceiling insulation in City buildings.	160,000
<b>TOTAL FACILITY UNFUNDED PROJECTS</b>		<b>\$ 901,000</b>

